

OVERVIEW AND INSTRUCTIONS FOR NEW CERTIFICATIONS

The PFAR will trigger the process of the Medi-Cal Certification and will require a Medi-Cal Certification site visit by the State or Program Review staff. Note that Medi-Cal Certification can not be coordinated prematurely without a PFAR. Once the PFAR is received at PSB, the following items will be requested:

- 1) Current Fire Clearance (within 1 year and mental health services can not be provided without a fire clearance).
- 2) Current Head of Service License.
- 3) Short-Doyle Application Form (4 pages)
 - Note that the provider number has to be confirmed by CIOB to complete the application form.

Please review (1) Medi-Cal Certification Worksheet tool and (2) Staff Roster. You will need to create 2-3 binders.

Binder 1:

Site-specific policies and procedures (Agency specific policies refer to Medi-Cal Certification Worksheet tool page 3 of 7)

Binder 2:

LACDMH policies and procedures (Refer to Medi-Cal Certification Worksheet tool page 4 of 7)

- Physical Plant Inspection – this is the actual walk through of the site where mental health services are rendered. You will need to post beneficiary guidelines and informing materials in the lobby area (Refer to Medi-Cal Certification tool page 7 of 8)

Binder 3:

Staff Roster

- Authorized Mental Health Discipline (AMHD) provide copy of the current license, resume and the degree/diploma
- Paraprofessional Staff provide copy of updated resume and degree/diploma

Additional requirement for a new provider and initial certification is to [open 2 episodes](#) screenshot that indicates the client's admission date.